



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

Community Development Technician III (Full Time/Unclassified)

Inspections – Housing Authority Bureau

\$19.283 - \$26.295 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The City of Long Beach Department of Health and Human Services, Housing Authority Bureau, is recruiting for a Community Development Technician III (CDT) in the Inspections Unit. Under supervision from the Housing Assistance Coordinator for the Inspections Unit, the CDT will be in the field the majority of the time inspecting rental units to ensure the rental units meet the requirements of the various rental assistance programs of decent, safe and sanitary housing for the program participants. The Housing Authority in partnership with 2,600 property owners assists over 7,000 households that lease units in the City of Long Beach. The CDT will work out of the Housing Authority located at 521 E 4<sup>th</sup> Street, in Long Beach.



### EXAMPLES OF DUTIES:

- Inspects properties to determine whether they meet housing quality standards for safety and livability in accordance to Housing Quality Standards and HUD federal requirements.
- Performs special inspections and audits as required.
- Reviews, documents, and analyzes tenant files, summarizes information and prepares reports.
- Researches policy manuals to maintain Housing Authority conformity to rules and regulations.
- Determines comparable rents within a one-mile radius of properties being inspected.
- Submits written reports regarding inspection results.
- Recommends needed improvements to make property eligible for specific programs; coordinates maintenance and repairs with tenants and property owners; responds to tenant and owner inquiries.
- Completes and submits all necessary inspection forms.
- Assists in determining rent reasonableness and negotiating appropriate contract rents.
- Performs other duties as assigned.

### QUALIFICATIONS:

- A high school diploma or equivalent.
- Two years of full time paid working experience in a Housing Authority or similar agency working with rental assistance programs.
- College education in a related field, Public or Business Administration, may be substituted for the required experience on a year-for-year basis.
- A valid California motor vehicle operator's license.
- Flexibility to work evening and weekends as needed.
- Inspections experience and working knowledge of the Housing Choice Voucher Program and HUD's Housing Quality Standards is desirable.
- Bilingual English/Spanish/Cambodian skills are desirable.

### SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Strong verbal and written communication skills.
- Ability to work independently and as a member of a multi-disciplinary team.
- Excellent organizational skills and the ability to type and enter data accurately and maintain records and files electronically.
- Excellent computer skills.

### APPLICATION PROCESS:

This recruitment will close at 4:30 pm (Pacific Time) on Friday, September 11, 2015. To be considered, please email a letter of interest and resume to the email listed below. Please include "HA-Req HE14-015 CPT-Inspections" in the email subject line.

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. Proof of degree and certifications must be attached. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE14-015)

*The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.*

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*